

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant Planning/Development Director		
<b>Job Code:</b>	AD1111	<b>Job Family:</b>	Assistant Department Directors
<b>Pay Grade</b>	305	<b>Date Reviewed:</b>	06/11/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Assists in planning, directing, managing and coordinating the activities, operations and staff of the Planning & Development Department. Provides administrative support to the Director; and advises on planning and development decisions.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
4. Participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments, as needed.
5. Represents the Planning & Development Department to other departments, elected officials, developers, outside agencies and the general public; coordinates assigned activities with other departments, outside agencies and organizations; participates on a variety of boards, commissions and committees; and provides staff support and technical guidance to boards, commissions and the Director.
6. Provides staff assistance to the Planning & Development Director and other executive level staff as appropriate.
7. Performs other related duties as required.

8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
9. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of:
  - Operations, services and activities of City planning and development programs.
  - Principles and practices of administration and management.
  - Methods and techniques of budget forecasting and monitoring.
  - Recent developments, current literature and sources of information related to city planning and development.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - City personnel policies and procedures.
  - Principles and procedures for developing goals, objectives and management plans.
  - Modern principles and practices of project / program management, engineering, construction, capital planning and project controls.
  - Methods and techniques in conducting research.
  - Principles of data management, controls and report preparation.
  - Principles of business letter writing and basic report preparation.
  - Principles and procedures of municipal financial record keeping and reporting.
  - Office equipment including computers and supporting word processing and spreadsheet and project scheduling applications.
  - Zoning Ordinance and Comprehensive Plan.
  - Subdivision Ordinance, MTP, Annexation Program and Comprehensive Plan.
  - Lean government practices.
  - Gas leasing activities.
- Skill in:
  - Time and project management.
  - Decision making and problem solving.
  - Analyzing data and trends.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Assist in managing and directing a comprehensive city planning program.
  - Administer departmental goals, objectives and procedures.
  - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
  - Identify and respond to sensitive community and organizational issues, concerns and needs.
  - Plan, organize, direct and coordinate the work of subordinate employees.
  - Delegate authority and responsibility.
  - Select, supervise, train and evaluate subordinate employees.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate city planning methods and techniques.
- Prepare clear and concise administrative reports.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Planning, Urban Planning or Design, Public Administration, Urban Geography, Civil Engineering, or a related field and six years of increasingly responsible experience in city planning and/or development, including four years of management and administrative responsibility.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.